

## SAN DIEGO POLICE DEPARTMENT ORDER

**DATE/TIME:** JANUARY 5, 2024 1800 HOURS  
**NUMBER:** OR 24-01  
**SUBJECT:** CLETS TEST CERTIFICATION CHANGES  
**SCOPE:** ALL MEMBERS OF THE DEPARTMENT  
**DEPARTMENT PROCEDURE AFFECTED:** 1.45

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**Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.**

The Federal Bureau of Investigation (FBI) has updated the Criminal Justice Information Services (CJIS) Security Policy in section 5.2 (Awareness and Training). **CLETS certification is required for all employees, volunteers, and contractors with unescorted access to any SDPD facility, regardless of whether the person has CLETS access or uses it.**

The policy now requires Security Awareness training to occur **before** an individual has access to criminal justice information (instead of within six months of their assignment) and **annually** thereafter (instead of every other year).

**Starting February 1, 2024**, the expiration date for CLETS certification in the nexTEST system will automatically be re-established to meet the one-year renewal format. For example, if your certification date was going to end on March 1, 2025, it will be updated to expire on March 1, 2024.

To assist with these changes department personnel shall register their department email with nexTEST. This will enable automated notification e-mails to be sent 30 days before expiration, five to seven days prior, and one day after expiration.

Personnel who fail to certify for CLETS before their expiration date are subject to having their department LAN access and building keycard revoked.

Please follow the steps below to register your department e-mail with nexTEST:

1. Navigate to: **(Deleted – records of security)**

- a. The Username is your six-digit City ID number
    - i. RSVP's and VIP's may contact Volunteer Services Division for assistance
  - b. The Password is "canextest"
2. Associate your department e-mail with your nexTEST account.

We've detected that your user account doesn't have an email address associated.

Please Enter Your Email Address

**Email:**

**Confirm Email:**

Any questions related to this Department Order may be directed to Program Coordinator, **(Deleted – records of security)** of the Information Services Division.

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Please read at squad conferences and give a copy to all personnel.